

NAVEDTRA 43418-1A

**PERSONNEL
QUALIFICATION STANDARD
FOR**

**NAVAL CONTROL OF SHIPPING
OFFICE**

CHIEF OF NAVAL EDUCATION AND TRAINING

TABLE OF CONTENTS

	Page
INTRODUCTION	3
DEFINITIONS OF WORDS USED IN PQS	5
ACKNOWLEDGEMENTS	7

FUNDAMENTALS

100	INTRODUCTION TO FUNDAMENTALS	9
101	Security	11
102	Administrative Correspondence	13
103	Message Format Handling	14
104	OCR Message Preparation	15
105	Minimize	16
106	Naval Control of Shipping Organization (NCSORG)	17
107	Mobilization	19
108	Merchant Ship Reporting and Control (MERCOS) Message System	20
109	Merchant Vessel Movement Report (MEREP) System	21
110	Convoy Commodore Staff Organization	22
111	Nautical Charts and Publications	23
112	Tides and Currents	25
113	Weather	26
114	Piloting	27
115	Rules of the Road	28
116	Merchant Ship Characteristics	29
117	Merchant Ship Publications	30
118	Ship's Data Card	31
119	Shipping Route	32
120	Q Message	33
121	Radio Communications	34
122	Call Sign/Recognition Signals	35
123	Visual and Sound Signals	36
124	Communications Plan	37
125	Convoy	38
126	Convoy Ship Equipment	39
127	Convoy Formation	40
128	Convoy Master Sheet/Commodore's Analysis Sheet	41
129	Sailing Folder	42
130	Port Evacuation	43

WATCHSTATIONS

300	INTRODUCTION TO WATCHSTATIONS	45
301	Clerical Supervisor	47
302	Communications Supervisor	53
303	Plotting and Hydrographic Assistant	59
304	Routing Control Assistant	65
305	Plotting and Hydrographic Officer	71

WATCHSTATIONS (CONT'D)

	Page
306 Convoy Equipment Officer	77
307 Boarding Assistant	83
308 Publications Officer	89
309 MERCO Officer	95
310 Routing Control Officer	101
311 Convoy Control Officer	107
312 Boarding Officer	113
313 Communications Officer	119
314 Administrative Officer	127
315 Operations Officer	131
316 Naval Control of Shipping Officer	137
BIBLIOGRAPHY	141

INTRODUCTION

1. PQS PROGRAM. PQS is a system for qualifying officers and enlisted personnel to perform certain duties. It is a compilation of the knowledge and skills required to qualify for a specific watchstation/workstation, maintain specific equipment or perform as a team member within your unit. The PQS Program is not designed as a training program, but provides many training objectives. This PQS was written by fleet personnel who are currently performing in the watchstations/workstations covered in this package and with many years of experience. They have determined that these are the minimum requirements for safely and effectively performing at these watchstations/workstations.
2. CANCELLATION. This PQS supersedes NAVEDTRA 43418-1.
3. APPLICABILITY. This PQS is applicable to all Naval Control of Shipping (NCS) Organizations.
4. TAILORING. To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.
5. QUALIFIER. The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual PQS line items. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers can be found on the PQS Progress Chart. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Management Guide.
6. CONTENTS. This PQS is divided into two sections. The 100 Section (Fundamentals) contains the fundamental knowledge or book learning necessary for satisfactory understanding of the watchstation/workstation duties. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. Detailed explanations are provided at the front of each section.

7. REFERENCES. References used in this PQS do not indicate the current revision. It is understood that the latest revision will be used.

8. TRAINEE. Your supervisor will tell you which watchstations/ workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, school, or other watchstations/ workstations within this package. It will also tell you which fundamentals from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good Luck!

DEFINITIONS OF WORDS USED IN PQS

AIRCREW EVOLUTION — A grouping of aircrew tasks that measure performance in the course of a flight

COMPONENTS — Major units that make up a system when properly connected

COMPONENT PART — A major part of a component

CONTROL/COORDINATION — Refers to the safe performance of multiple tasks to be accomplished by two or more workcenters/persons at the same time

CONTROL SIGNAL — A signal used to control electronic or mechanical devices

EMERGENCY — An event or series of events in progress that will cause damage to equipment or injury to personnel unless immediate corrective steps are taken

FUNDAMENTALS — Basic facts, theories, laws or principles (100 Section in PQS)

INFREQUENT TASKS — Tasks performed under casualty conditions or tasks that are not done as a regular part of watchstation/ workstation routine; may be simulated

INTERLOCK — A protective device to prevent the unsafe operation of equipment or to sequence the action of systems, components or component parts

MAINTENANCE ACTION — A maintenance technician qualification that measures ability to perform a designated task

NORMAL OPERATING VALUE — The point at which satisfactory performance may be expected

OPERATING LIMITS — Maximum and minimum allowable values

PARAMETER — A variable (temperature, pressure, flow rate, voltage, current, frequency, etc.) that must be indicated, monitored, checked or sensed during operation or testing

PROTECTIVE FEATURE — A device designed to prevent damage or injury

SENSING POINT — The point in a system at which a signal may be detected

SET POINT — The value of a parameter at which: (a) an alarm is set off, (b) operator action is required, (c) valves open or shut, (d) proper operation stops and damage may occur, or (e) the optimum value for normal operation is achieved

SOURCES OF POWER — Circuits or devices that supply power, energy or charge to a component/component part; includes electrical, mechanical, hydraulic and pneumatic

SUPPORT ACTION — A qualification that measures the ability to perform specific or repetitive tasks that do not involve the correction of a malfunction or repair of equipment

SYSTEMS — Groups of components that operate together to perform specific functions (200 Section in PQS)

SYSTEM INTERFACE — (a) How outside influences affect the operation of this system, or (b) How the operation of this system affects the operation of other systems or equipment

WATCHSTATION/WORKSTATION — An operator qualification that includes duties, assignments or responsibilities that an individual may be called upon to perform (not necessarily limited to a specific time period) (300 Section in PQS)

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INTRODUCTION TO FUNDAMENTALS (100 SECTION)

1. INTRODUCTION. This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

2. SAFETY. Because safety is of paramount consideration, the first subsection of Fundamentals describes the safety precautions which apply throughout the PQS.

3. HOW TO COMPLETE. The fundamentals you will have to complete are listed in the Watchstation (300 Section) for each watchstation. You should complete all required fundamentals before starting the watchstation portions of this PQS, since the knowledge gained from fundamentals will aid you in understanding your watchstation/workstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals before signing off completion of that fundamental. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation/workstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation/workstation.

References:

- a. NAVEDTRA 10228, Radioman 3 & 2
- b. OPNAVINST 5510.1, Information Security Program Regulation

101.1 List the authoritative manuals and instructions used by your unit in governing physical security of classified information. (ref. b)

.2 Discuss/define the following terms: (refs. a, b)

- a. Access
- b. Accounting and control
- c. Classification
- d. Clearance
- e. Compromise
- f. Communications security (COMSEC)
- g. Dissemination of classified material
- h. Hand carrying classified material
- i. Marking
- j. Need-to-know
- k. Security
- l. NOFORN
- m. Derivative classification
- n. Downgrading
- o. Encrypted for transmission only (EFTO)
- p. Communications Security Material System (CMS)

.3 Discuss the following security classification categories: (ref. a)

- a. Top Secret
- b. Secret
- c. Confidential

.4 Discuss storage requirements in terms of the following: (ref. b)

- a. Standards for storage equipment
- b. Safeguarding classified material
- c. Responsibilities of custodian
- d. Care during working hours
- e. Emergency planning
- f. Watch-to-watch inventory

.5 Define the following security areas: (refs. a, b)

- a. Exclusion area
- b. Limited area
- c. Controlled area

101 SECURITY FUNDAMENTALS (CONT'D)

101.6 State the responsibility of the individual who discovers a compromise or a suspected compromise. (ref. a)

.7 State the accountability requirements for the following: (ref. a)

- a. Top Secret
- b. Secret
- c. Confidential

.8 State the rules relevant to the following: (ref. a)

- a. Methods of destruction
- b. Records of emergency destruction
- c. Classified waste
- d. Emergency destruction
- e. Priority of emergency destruction
- f. Methods of emergency destruction
- g. Preparation of classified material for transmission

Reference:

- a. SECNAVINST 5216.5, Correspondence Manual

102.1

Describe the format and the uses of the following:

- a. Standard Naval letter
- b. NAVGRAM
- c. Memorandum
- d. Business letter

- .2 Discuss variations of the standard Naval letter.
- .3 Discuss identification symbols.
- .4 Discuss Naval writing standards.
- .5 Explain endorsement procedures.
- .6 Discuss correspondence management.
- .7 Discuss classification markings for all formats.
- .8 Discuss procedures for mailing classified material.

References:

- a. NAVEDTRA 10228, Radioman 3 & 2
- b. NTP 3, Telecommunications User's Manual

103.1 Discuss the three parts of a message. (refs. a, b)

.2 Define the following: (refs. a, b)

- a. Date-time group (DTG)
- b. Precedence
- c. Originator
- d. Action addressee
- e. Information addressee
- f. Classification
- g. Standard Subject Identification Code (SSIC)
- h. Passing instructions
- i. Subject line
- j. Reference line
- k. Text
- l. Downgrading and reclassification markings
- m. Releaser
- n. Drafter

.3 Explain message handling as determined by the following: (ref. a)

- a. Classes
- b. Classification
- c. Precedence
- d. Special handling instructions
- e. Backlog

.4 Identify the speed of service objectives and explain the time goals of each. (refs. a, b)

.5 State when the following are used: (refs. a, b)

- a. AIG
- b. ZEN addressees
- c. NOTAL
- d. PASEP
- e. RADDR
- f. ZWL

.6 State the publication used in the preparation of OCR messages. (ref. b)

Reference:

- a. NTP 3, Telecommunications User's Manual

- 104.1 Define the four types of narrative messages.
- .2 Discuss the responsibilities of the drafter before a message goes to an OCR.
- .3 Discuss the procedures for the following:
 - a. Alignment of a DD-173 form
 - b. Spacing of lines
 - c. Setting of margins
 - d. Setting of tabulation stops
 - e. Correction of typing errors
- .4 Explain the requirements for preparation of multipage messages.
- .5 Explain the reason for not using staples in DD-173 forms.
- .6 Explain multisectional DD-173 readdressals.

References:

- a. NTP 3, Telecommunications User's Manual
- b. ACP 121, Communications Instructions General, U.S. Supplement 1
- c. NWP 4, Basic Operational Communications Doctrine

- 105.1 Explain the purpose of Minimize. (refs. a, b)
- .2 State the conditions under which Minimize may be imposed. (refs. a, b)
- .3 Discuss the authority needed to impose, modify, or cancel Minimize. (refs. a, b, c)
- .4 Discuss the procedures to be followed upon receipt of a message imposing Minimize conditions. (refs. a, b)
- .5 State message releasing requirements under Minimize. (refs. a, b)
- .6 Discuss alternate methods of delivery for message traffic during Minimize conditions. (refs. a, b)
- .7 Explain the term *Minimize Considered*. (refs. a, b)
- .8 Explain the purpose of the requirements for the releasing officer's name and rank in the text of the message. (refs. a, b)

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. NAVEDTRA 10830, Naval Control of Shipping

106.1 Define and discuss the following: (refs. a, b)

- | | |
|-----------|--------------|
| a. CDSORG | k. NCSORG |
| b. CHOP | l. NCSO |
| c. CONSA | m. NSA |
| d. DSA | n. NOSREP |
| e. DSC | o. OCA |
| f. MAC | p. OTC |
| g. MARAD | q. Q message |
| h. MSC | r. REPTOF |
| i. NCAPS | s. SDA |
| j. NCSLO | |

- .2 State the mission of the NCSORG. (refs. a, b, c)
- .3 State the structure of the CDSORG. (refs. a, b)
- .4 Discuss the chain of command for the NCSORG from its highest level to the NCSO. (refs. b, c)
- .5 Discuss the chain of command and responsibilities in an NCS office. (ref. a)
- .6 Discuss the agencies in the CDSORG. (refs. a, b)
- .7 Discuss the responsibilities of the NCSO, REPTOF, NCSLO and CONSA. (ref. a)
- .8 Discuss the areas of control vested in shore based and Naval authorities over merchant shipping during full Allied NCS. (ref. a)
- .9 Discuss the purposes for establishing voluntary Naval Control of Shipping (VNCS). (refs. a, b)
- .10 Discuss the establishment of VNCS. (refs. a, b)

- 106 NAVAL CONTROL OF SHIPPING ORGANIZATION (NCSORG)
 FUNDAMENTALS
- 106.11 Discuss the implementation of mandatory Naval Control of Shipping (NCS) and
 define the following: (refs. a, b)
- a. General emergency message
 - b. Situations ALFA, BRAVO, CHARLIE, DELTA and ECHO
 - c. Responsibilities of ships at sea and ships in port
- .12 Define and discuss the status of merchant ships in peacetime, when an
 emergency is declared, and in wartime. (refs. a, b)

References:

- a. NAVEDTRA 10830, Naval Control of Shipping
- b. BUPERSINST 5400.42, Administrative Procedures for Naval Reservists on Inactive Duty

107.1 Define the following Naval Reserve categories: (ref. b)

- a. Ready Reserve
- b. Selected Reserve
- c. Individual Ready Reserve
- d. Standby Reserve
- e. Fleet Reserve

.2 Discuss the following types of mobilization: (ref. b)

- a. Selected
- b. Partial
- c. Full
- d. Total

.3 Describe the initial steps when mobilizing the Naval Control of Shipping Organization (NCSORG). (ref. a)

.4 Discuss the responsibilities assumed by the NCSORG immediately after mobilization. (ref. a)

Reference:

- a. Supp-1 to ATP 2, vol. I, Allied Naval Control of Shipping Manual Merchant Ship Reporting and Control (MERCO) System

108.1 Discuss the purpose of each type of MERCO message.

.2 Discuss the information contained in each type of MERCO message.

.3 List all set identifiers used in MERCO messages.

.4 Define the following:

- a. Introductory text
- b. Main text
- c. Formatted text
- d. Free text
- e. Set identifier
- f. Segments
- g. Mandatory sets
- h. Optional sets
- i. Amplification
- j. Narrative
- k. Remarks
- l. Field
- m. Field marker
- n. Mandatory field
- o. Optional field
- p. Fixed-length field
- q. Variable-length field
- r. Port codes
- s. Convoy identifier
- t. Immediately vital cargo

.5 Discuss the originator and addressees for each type of MERCO message.

.6 List and give purposes of the formatted MERCO messages.

.7 List and give purposes of the nonformatted MERCO messages.

109 MERCHANT VESSEL MOVEMENT REPORT (MEREP) SYSTEM 109
FUNDAMENTALS

Reference:

a. NWP 7, Naval Operational Reports

- 109.1 Describe the purpose of MEREP.
- .2 List the types of MEREP messages.
- .3 Discuss the contents of MEREP messages.
- .4 Discuss the addressing of MEREP messages.

References:

- a. COMNAVSURFRESFOR STS 1500.20, Naval Control of Shipping Organization (NCSORG) Training Curriculum
- b. NAVEDTRA 10830, Naval Control of Shipping

- 110.1 Discuss the composition and organization of a Convoy Commodore staff. (refs. a, b)
 - .2 Discuss the general functions and duties of the Convoy Commodore's staff and the ways in which the Naval Control of Shipping Officer (NCSO) can assist them. (ref. a)
 - .3 Discuss the preparations the Convoy Commodore's staff should make prior to sailing the convoy. (ref. a)
 - .4 Discuss the functions and responsibilities of the NCSO publications division. (ref. a)
 - .5 List and discuss the watch standing requirements for a Convoy Commodore's staff while underway. (ref. a)

References:

- a. NAVEDTRA 10157, Quartermaster 3
- b. Dutton's Navigation & Piloting
- c. Chart No. 1, Nautical Chart Symbols and Abbreviations

- 111.1 Name the agencies that produce charts for the United States and foreign waters. (ref. a)
- .2 Explain the U.S. nautical chart numbering system. (ref. a)
- .3 Describe how nautical charts are stowed. (ref. a)
- .4 Discuss the following types of chart projections, their uses and the advantages and disadvantages of each: (ref. a)
- a. Mercator
 - b. Gnomonic
 - c. Lambert
 - d. Transverse mercator
- .5 Identify and explain the following: (refs. b, c)
- a. Scale
 - b. Edition, date and revision number
 - c. Publishing agency
 - d. Reference plane
 - e. Title
 - f. Compass rose
 - g. Variation and secular change
 - h. Type of projection
 - i. Legend
 - j. Chart correction annotation
- .6 Identify the following symbols and abbreviations on U.S. nautical charts: (refs. b, c)
- a. Buoys and beacons
 - b. Fog signals
 - c. Dangers
 - d. Soundings
 - e. Quality of bottom
 - f. Tides and currents
 - g. Compass
 - h. Depth contours and tints
 - i. Heights
 - j. MERZONE
- .7 Discuss the information found on pilot charts. (ref. a)
- .8 Identify requisition requirements for nautical charts and publications. (ref. a)
- .9 Discuss the procedures for obtaining nautical charts and publications in quantity during an emergency. (ref. a)

111 NAUTICAL CHARTS AND PUBLICATIONS FUNDAMENTALS (CONT'D)

111.10 Discuss how nautical charts and publications are inventoried, ordered, corrected and catalogued. (ref. a)

.11 State the use of the following publications and discuss the information contained in each: (ref. a)

- | | |
|----------------------------|---------------------------------|
| a. Notice To Mariners | e. Fleet Guides |
| b. Hydrolants/Hydropacs | f. Light List/List of Lights |
| c. Sailing Directions | g. World Port Index |
| d. Coast Pilots | h. Pilot Charts |

References:

- a. NAVEDTRA 10157, Quartermaster 3
- b. American Practical Navigator (Bowditch)

112.1 Define the following: (refs. a, b)

- | | |
|------------------|---------------------------|
| a. High water | g. Charted depth |
| b. Low water | h. Mean tide level |
| c. Stand | i. Tidal currents |
| d. Tides | j. Flood and ebb currents |
| e. Range of tide | k. Slack water |
| f. Set and drift | l. Neap tide |

.2 Explain the reasons for computing tides and currents. (refs. a, b)

.3 Explain the procedures used in determining the state of the tides and currents using the tide and tidal current tables. (refs. a, b)

References:

- a. NAVEDTRA 10157, Quartermaster 3
- b. American Practical Navigator (Bowditch)
- c. Dutton's Navigation and Piloting

113.1 Define the following terms: (refs. a, b, c)

- a. Humidity
- b. Atmosphere
- c. Fahrenheit scale
- d. Celsius scale
- e. Warm front
- f. Cold front
- g. Dew point
- h. Sea state

.2 Explain the functions of the following weather instruments: (refs. a, b, c)

- a. Maximum thermometer
- b. Minimum thermometer
- c. Psychrometer
- d. Mercurial barometer
- e. Anemometer
- f. Aneroid barometer
- g. Barograph
- h. Thermograph

.3 Describe the physical characteristics of the following clouds: (refs. a, b, c)

- a. Cirrus
- b. Cirrocumulus
- c. Cirrostratus
- d. Altocumulus
- e. Altostratus
- f. Stratocumulus
- g. Nimbostratus
- h. Cumulus
- i. Cumulonimbus

References:

- a. NAVEDTRA 10157, Quartermaster 3
- b. American Practical Navigator (Bowditch)

114.1 Describe the use of the following: (ref. a)

- a. Compass
- b. Divider
- c. Parallel ruler
- d. Protractor

.2 Define the following terms: (refs. a, b)

- | | |
|-----------------------|--------------------------|
| a. Heading | l. Estimated position |
| b. Course | m. Speed of advance |
| c. Track | n. Speed over the ground |
| d. Speed | o. Set |
| e. Dead reckoning | p. Drift |
| f. True bearing | q. Knot |
| g. Visual range | r. Sounding |
| h. Line of position | s. Position and Intended |
| i. Fix Movement (PIM) | t. Range lights |
| j. Rhumb line | u. Bottom profile |
| k. Running fix | |

.3 Discuss the navigational use of the following: (ref. a)

- | | |
|---------------|-------------------|
| a. Fathometer | e. Radar |
| b. Stadimeter | f. Alidade |
| c. Sextant | g. Bearing Circle |
| d. Lead line | |

.4 State the reasons for preparing tide and current data. (ref. a)

.5 Identify the seven types of buoys, the U.S. Buoy System and the buoy numbering system. (ref. a)

Reference:

- a. COMDTINST M16672.2, Navigation Rules International-Inland

115.1

Define the following terms:

- a. Stand-on vessel
- b. Give-way vessel
- c. Head-on situation
- d. Crossing
- e. Overtaking
- f. Underway
- g. Short blast
- h. Prolonged blast
- i. Fog signals

.2 Define safe speed.

.3 Discuss the provisions of action to avoid collision.

.4 Define risk of collision.

.5 State the location, arc of visibility and color of the following lights:

- a. Masthead light
- b. Port side light (running light)
- c. Starboard side light (running light)
- d. Stern light
- e. Forward anchor light
- f. After anchor light
- g. Man overboard lights
- h. Not under command
- i. Towing
- j. Restricted in ability to maneuver

.6 Discuss the requirements to use bridge-to-bridge communications.

References:

- a. CNAVRES CP1500-20, Naval Reserve Officer Training
- b. NAVEDTRA 10972, Military Sealift Command

116.1

Define the following: (ref. b)

- a. Gross tonnage
- b. Net tonnage
- c. Register tonnage
- d. Deadweight tonnage
- e. Displacement light
- f. Displacement loaded
- g. Cargo deadweight tonnage
- h. Grain cubic capacity
- i. Bale cubic capacity
- j. Long ton
- k. Short ton
- l. Measurement ton

- .2 Discuss the two classifications of cargo ships. (refs. a, b)
- .3 Discuss the advantages and disadvantages of containerization. (ref. b)
- .4 Discuss cargo ship nomenclature. (ref. b)

References:

- a. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- b. ACP 149, Radio Communications Instructions for Merchant Ships Under Naval Control

117.1 Identify the location of the following information: (refs. a, b)

- a. Radiotelephone message format
- b. Interim war radio call signs
- c. Merchant ship's broadcast areas
- d. Maneuvering signals
- e. Signaling instructions
- f. Executive Method

.2 Describe in detail the contents of the following, and how and when they will be used: (refs. a, b,)

- a. ATP 2, vol. II
- b. ACP 149

Reference:

a. ATP 2, vol. 1, Allied Naval Control of Shipping Manual

- 118.1 Discuss the contents and purpose of the ship's data card.
- .2 List the sources of information for the ship's data card.
- .3 Discuss the security classification of the ship's data card.
- .4 State when signatures are placed on ship's data cards and who may sign them.

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. NAVEDTRA 10830, Naval Control of Shipping

119.1 Define the following: (refs. a, b, c)

- | | |
|---------------------|-----------------|
| a. Scheduled speed | g. Leaver |
| b. Speed of advance | h. Convoy title |
| c. Declared speed | i. ETA |
| d. Critical speed | j. ETD |
| e. Main convoy | k. PIM |
| f. Joiner | |

.2 Discuss the following methods of routing: (refs. a, c)

- a. Standard Route System
- b. Numbered Reference Position
- c. Route Lane
- d. Latitude and Longitude
- e. Emergency

.3 Discuss the responsibilities of establishing and allocating routes. (refs. a, c)

.4 State how route positions are designated. (refs. a, c)

.5 Discuss Straggler Routes. (refs. a, c)

.6 Discuss harbor reference points, initial/terminal points of a route and their relationship to ETA/ETD. (refs. a, c)

.7 Discuss environmental considerations (weather, ice, etc.) and their impact upon convoy routing. (ref. c)

Reference:

a. AHP 1, Allied Navigational Information in Time of War-"Q" System

120.1 State the purpose of the Q message system.

.2 State the purpose of the alphanumeric Q message identifier.

.3 Describe the type of information found in the following message designations and identify the addressees for each:

- a. Q-X
- b. Q-Y
- c. Q-R
- d. Q-S
- e. Q-H

.4 Who has the authority for originating Q messages?

.5 Who maintains Q messages files and how are they maintained?

References:

- a. ACP 149, Radio Communications Instructions for Merchant Ships Under Naval Control

121.1 Discuss the merchant ship broadcast system.

.2 Discuss merchant ship broadcast schedules.

.3 Discuss the methods used for transmission of traffic.

.4 Discuss area broadcast shifts.

.5 Define the following frequency ranges:

- a. LF
- b. MF
- c. HF
- d. VHF
- e. UHF

.6 Discuss radio transmission control.

References:

- a. ACP 149, Radio Communications Instructions for Merchant Ships Under Naval Control
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. ACP 147, Call Sign Book for Merchant Ships in Time of War

- 122.1 Discuss the assignment of merchant ship radio call signs. (ref. a)
- .2 Discuss how convoy call signs are assigned. (ref. b)
- .3 Define the following types of radio call signs: (refs. a, c)
 - a. International call signs
 - b. Interim war radio call signs
 - c. War radio call signs
 - d. Convoy internal call signs
 - e. Collective call signs
 - f. Indefinite call signs
- .4 Discuss the following as applied to convoy internal call sign composition: (refs. a, b)
 - a. Suffix
 - b. Convoy radio distinguishing group
- .5 Discuss identification signals for visual use only. (ref. b)
- .6 Discuss the use of the following and how they apply to convoy communications: (ref. b)
 - a. Code pennant
 - b. 4th substitute
- .7 Describe the following sequence of events in the recognition procedure: (ref. a)
 - a. Challenge
 - b. Reply
 - c. Acknowledgement

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters

123.1 Discuss the following types of visual signals: (refs. a, b)

- a. Flag
- b. Colored lights
- c. Directional flashing light
- d. Pyrotechnics

.2 Discuss when each type of visual signal is used. (refs. a, b)

.3 Discuss the limitations of visual signal types. (refs. a, b)

.4 Discuss visual signals from a warship to a merchant vessel. (refs. a, b)

.5 Discuss maneuvering signal procedures. (refs. a, b)

.6 Discuss the relationship between visual and sound signals. (refs. a, b)

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. ACP 149, Radio Communications Instructions for Merchant Ships Under Naval Control

- 124.1 State who prepares the communications plan and discuss its purpose. (refs. a, c)
- .2 List the general types of information found in the communications plan. (ref. b)
- .3 Discuss how convoy communications personnel become familiar with the communications plan. (ref. a)
- .4 List the attendees at the convoy communications conference. (ref. a)
- .5 Discuss the master's and radio officer's communication responsibilities. (ref. b)

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. NAVEDTRA 10830, Naval Control of Shipping

125.1 Define the following: (refs. a, b, c)

- a. Turn
- b. Wheel
- c. EFC
- d. Convoy commodore
- e. Vice commodore
- f. Rear commodore
- g. Escort oiler
- h. Rescue ship
- i. Administrative escort
- j. OTC
- k. Columns
- l. Lanes
- m. Convoy
- n. Scheduled speed
- o. Speed of advance
- p. Declared speed
- q. Critical speed
- r. Special rescue ship
- s. High speed convoy
- t. Fast speed convoy
- u. Medium speed convoy
- v. Slow speed convoy

- .2 Discuss the reasons for establishing a convoy system in wartime. (ref. c)
- .3 Discuss the advantages and disadvantages of the convoy system. (refs. a, c)
- .4 Discuss the requirements to support a convoy system. (refs. a, b, c)
- .5 Discuss the considerations for selection of the Convoy Commodore's ship. (ref. a)
- .6 Discuss the numbering method for identifying a ship's position in a convoy. (ref. b)
- .7 Identify the three military levels authorized to establish and organize a convoy. (ref. a)
- .8 Define the convoy formation plan. (ref. b)

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. CNAVRES CP 1500-20, Naval Reserve Officer Training

126.1 Describe the requirements for the following: (ref. b)

- a. Blue stern light
- b. Name board
- c. Fog buoy
- d. Colored lights
- e. Darken ship

.2 State examples of equipment that fits into the following special equipment categories: (ref. b)

- a. Those having a peacetime value
- b. Those having little or no peacetime value but can be readily improvised
- c. Those having no peacetime value and cannot be readily improvised

.3 Describe the responsibility of the Naval Control of Shipping Office (NCSO) in properly fitting merchant ship equipment. (ref. a)

.4 Define the two types of convoy equipment certificates. (refs. a, b, c)

.5 Discuss the responsibilities of the NCSO for recording merchant ship equipment inspections and the action to be taken if a ship is poorly equipped. (refs. b, c)

.6 Discuss the functions of the Defensive Equipping of Merchant Ships (DEMS) Organization. (refs. a, c)

.7 Discuss the types of defensive equipment that might be installed on a merchant vessel. (refs. a, b, c)

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters

- 127.1 Discuss the elements used to determine the type of convoy formation. (ref. a)
- .2 List the sources of information for ships included in a convoy. (ref. a)
- .3 Discuss the factors used when determining usage in a convoy for the following: (ref. a)
 - a. Commodore
 - b. High value
 - c. High explosive
 - d. Defensively equipped
 - e. Escort oiler
 - f. Rescue
 - g. Critical speed ship
 - h. Joiners and leavers
 - i. Escort
- .4 Define the following: (refs. a, b)
 - a. Escort Force Commander (EFC)
 - b. Convoy Commodore
 - c. Vice Commodore
 - d. Rear Commodore
 - e. Administrative Escort
 - f. Officer in Tactical Command (OTC)
 - g. Columns
 - h. Lanes
 - i. Convoy
 - j. Declared speed
 - k. Critical speed

CONVOY MASTER SHEET/COMMODORE'S ANALYSIS SHEET
FUNDAMENTALS

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. NAVEDTRA 10830, Naval Control of Shipping

128.1 Discuss the purpose, contents, and uses of the convoy master sheet/commodore's analysis sheet. (refs. a, b, c)

.2 Discuss the sources of information for items included on the convoy master sheet/commodore's analysis sheet. (refs. a, b, c)

References:

- a. ATP 2, vol. I, Allied Naval Control of Shipping Manual
- b. ATP 2, vol. II, Allied Naval Control of Shipping Manual Guide to Masters
- c. ACP 147, Call Sign Book for Merchant Ships in Time of War
- d. NAVEDTRA 10830, Naval Control of Shipping
- e. CNAVRES CP 1500-20, Naval Reserve Officer Training

- 129.1 Discuss the data necessary in order to prepare the sailing folder. (refs. a, b)
- .2 Define the responsibility for preparation of the sailing folder and name the authorized recipients of the sailing folder. (refs. a, b)
- .3 Discuss the following elements of the sailing folder: (refs. a, c, d)
- a. Departure instructions
 - b. Channel information and navigational aids
 - c. Joiner convoy orders
 - d. Zigzag instructions
 - e. Commodore's additional signals
 - f. Wartime radio call signs and identification signals
 - g. Communication plan
 - h. Route and reference diversion points
 - i. Noon rendezvous positions
 - j. Stragglers instructions
 - k. Convoy formation diagram
 - l. Commodore's analysis sheet
 - m. Leaver convoy orders
 - n. Entrance instructions
 - o. Ship's data card
- .4 Discuss the convoy commodore's briefing, convoy communications, and convoy presail conference with respect to the following: (refs. b, e)
- a. Purpose of the conference
 - b. Attendees
 - c. Topics presented
- .5 Identify and discuss: (ref. a)
- a. Independent checklist
 - b. Fishing group commodore sailing orders and fishing group orders

Reference:

a. ATP 2, vol. I, Allied Naval Control of Shipping Manual

- 130.1 State who has the responsibility for deciding when to initiate a port evacuation.
- .2 Discuss the circumstances that may require a port evacuation.
- .3 Discuss the liaison required to carry out a port evacuation.

INTRODUCTION TO WATCHSTATIONS (300 SECTION)

1. INTRODUCTION. The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the Fundamentals section to use. This section allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the fundamentals that pertain to the performance of that particular task. Satisfactory completion of all prerequisite watchstations, and fundamentals is required prior to achievement of final watchstation qualification.

2. FORMAT. Each watchstation in this section contains:

a. A FINAL QUALIFICATION PAGE which is used to obtain the required signatures for approval and recording of Final Qualification.

b. A QUALIFICATION SUMMARY which is used to record completion of all requirements for qualification at that watchstation, broken down as follows:

(1) PREREQUISITES. Prerequisites are items that must be certified as having been completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS booklets and other watchstation qualifications from this booklet. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. The date is the date of actual completion, not the sign-off date. No points or percentages are assigned for prerequisites.

(2) FUNDAMENTALS. These are the required fundamentals from the 100 section of this PQS booklet and are in addition to fundamentals you may have completed for other watchstations. Normally all fundamentals must be completed and signed off here prior to starting the watchstation (section 300) tasks; however, the Qualifier has the option of allowing you to start selected watchstation tasks after completing the fundamentals pertaining to the performance of those particular tasks.

c. WATCHSTATION. This is the Practical Factors portion of your qualification. It is broken down as follows:

Maintenance Watchstations

- (1) Unscheduled Maintenance Tasks
- (2) Infrequent Maintenance Tasks
- (3) Scheduled Maintenance Tasks
- (4) Infrequent Scheduled Maintenance Tasks
- (5) Emergencies
- (6) Training Watches

d. A FINAL QUALIFICATION SECTION, which is used to obtain the required initials for approval and recording final qualification for each watchstation when there are multiple qualifications.

3. OPERATING PROCEDURES. The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or to control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

4. DISCUSSION ITEMS. Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time-consuming to perform or simulate. Therefore, you may be required to discuss such designated items with your Qualifier.

5. NUMBERING. Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

6. HOW TO COMPLETE. After completing the required fundamentals applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

FINAL QUALIFICATION AS CLERICAL SUPERVISOR

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified CLERICAL SUPERVISOR (NAVEDTRA 43418-1AQ1).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

301.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

301.1.1

Correspondence Course:

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2

Fundamentals From This PQS:

101 Security

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

102 Administrative Correspondence

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

106 Naval Control of Shipping Organization (NCSORG)

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

107 Mobilization

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

301.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What are the sources of information available?
- E. Perform this task.

301.2.1 Compose a standard Navy letter (classified/ unclassified)

(Signature) (Date)

.2 Prepare the following:

- a. NAVGRAM
- b. Standard business letter
- c. Memorandum

(Signature) (Date)

.3 Maintain Naval Control of Shipping office general files/serial files and records

(Signature) (Date)

.4 Supervise daily administrative office functions

(Signature) (Date)

Completed .2 area comprises 40 pts/40% of watchstation.

301.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. Perform or simulate this task.

301.3.1 Correctly maintain service records and prepare
pages 2, 4, 9 and 13 of the Enlisted
Evaluation and Officer Fitness Report

A B C D

X X X

(Signature) (Date)

301.3 INFREQUENT TASKS (CONT'D)

301.3.2	Maintain disbursing records	<table border="0"> <tr> <td><u>A</u></td> <td><u>B</u></td> <td><u>C</u></td> <td><u>D</u></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> </tr> </table>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	X		X	
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>							
X		X								

(Signature) (Date)

.3 Establish berthing and messing for personnel

(Signature) (Date)

.4	Destruction of classified material	X X X X
----	------------------------------------	---------

(Signature) (Date)

Completed .3 area comprises 20 pts/20% of watchstation.

301.4 ABNORMAL CONDITIONS — None to be discussed.

301.5 EMERGENCIES — None to be discussed.

301.6 WATCHES — None.

301.7	<u>EXAMINATIONS</u>	(Optional except as required by TYCOM/ ISIC, etc.)
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301.7.1	<u>EXAMINATIONS</u>	Pass a written examination
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(Signature/Date)

.2	<u>EXAMINATIONS</u>	Pass an oral examination board
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(Signature/Date)

**FINAL QUALIFICATION AS
COMMUNICATIONS SUPERVISOR**

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified COMMUNICATIONS SUPERVISOR (NAVEDTRA 43418-1AQ2).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

302 **WATCHSTATION — COMMUNICATIONS SUPERVISOR** 302

Estimated completion time: 24 drill periods

Total points this watchstation: 100

302.1 **PREREQUISITES**

Before starting your assigned tasks, complete the following:

302.1.1 **Correspondence Course:**

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2 **Fundamentals From This PQS:**

101 Security

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

103 Message Format Handling

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

104 OCR Message Preparation

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

105 Minimize

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

106 Naval Control of Shipping Organization (NCSORG)

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

107 Mobilization

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

302.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What are the information sources available?
- F. Perform this task.

		<u>A B C D E F</u>
302.2.1	Maintain information on merchant ship communications	X X X X X
	_____ (Signature) (Date)	
.2	Maintain publications	X X X X X
	_____ (Signature) (Date)	
.3	Maintain security of classified material	X X X X X
	_____ (Signature) (Date)	
.4	Maintain message log	X X X
	_____ (Signature) (Date)	
.5	Route messages	X X X
	_____ (Signature) (Date)	
.6	Transmit outgoing messages	X X X X
	_____ (Signature) (Date)	

Completed .2 area comprises 38 pts/38% of watchstation.

302.3 INFREQUENT TASKS — None to be discussed.

302.4 ABNORMAL CONDITIONS — None to be discussed.

302.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. Perform or simulate the immediate action for this emergency condition.

302.5.1 Conduct an emergency destruction

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

302.6 WATCHES — None.

302.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

302.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS
PLOTTING AND HYDROGRAPHIC ASSISTANT

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified PLOTTING AND HYDROGRAPHIC ASSISTANT (NAVEDTRA 43418-1AQ3).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

303 **WATCHSTATION — PLOTTING AND HYDROGRAPHIC ASSISTANT** 303

Estimated completion time: 24 drill periods

Total points this watchstation: 100

303.1 **PREREQUISITES**

Before starting your assigned tasks, complete the following:

303.1.1 **Correspondence Course:**

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2 **Fundamentals From This PQS:**

101 Security

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

106 Naval Control of Shipping Organization (NCSORG)

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

107 Mobilization

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

111 Nautical Charts and Publications

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

112 Tides and Currents

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

113 Weather

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

303.1.2 **Fundamentals From This PQS:** (CONT'D)

114 Piloting

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

115 Rules of the Road

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

116 Merchant Ship Characteristics

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

118 Ship's Data Card

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

120 Q Message

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

303.2 **TASKS**

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What security precautions must be observed?
- E. What sources of information are available?
- F. Perform this task.

303.2.1 Maintain plot of vessels in port and at sea

A B C D E F

X X X X X X

(Signature) (Date)

.2 Inventory/maintain charts

X X X X X

(Signature) (Date)

303.2	<u>TASKS (CONT'D)</u>	
303.2.3	Inventory/maintain publications	<u>A B C D E F</u> X X X X X X
	_____ (Signature) (Date)	
.4	Inventory/maintain notices to mariners	X X X X X X
	_____ (Signature) (Date)	
.5	Maintain/evaluate weather information	X X X X X X
	_____ (Signature) (Date)	
.6	Plot Q message data	X X X X X X
	_____ (Signature) (Date)	
.7	Maintain information on local port anchorages and dispersal locations	X X X X X X
	_____ (Signature) (Date)	
.8	Maintain liaison with port officials	X X X X X
	_____ (Signature) (Date)	
	Completed .2 area comprises 43 pts/43% of watchstation.	
303.3	<u>INFREQUENT TASKS</u> — None to be discussed.	
303.4	<u>ABNORMAL CONDITIONS</u> — None to be discussed.	
303.5	<u>EMERGENCIES</u>	
	For the emergency condition listed below:	
	A. What indications and alarms are received?	
	B. What immediate action is required?	
	C. Perform or simulate the immediate action for this emergency condition.	
303.5.1	Conduct an emergency destruction	
	_____ (Signature) (Date)	
	Completed .5 area comprises 2 pts/2% of watchstation.	

303.6 WATCHES — None

303.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

303.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

**FINAL QUALIFICATION AS
ROUTING CONTROL ASSISTANT**

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified ROUTING CONTROL ASSISTANT (NAVEDTRA 43418-1AQ4).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

304.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

304.1.1

Correspondence Course:

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2

Fundamentals From This PQS:

101 Security

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

106 Naval Control of Shipping Organization (NCSORG)

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

107 Mobilization

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

114 Piloting

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

115 Rules of the Road

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

119 Shipping Route

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

302.2.2 **Fundamentals From This PQS:** (CONT'D)

120 Q Message

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

304.2 **TASKS**

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What are the information sources available?
- E. Perform this task.

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
304.2.1	Establish/maintain NCSOs status board	X	X	X	X	X
	_____ (Signature) (Date)					
.2	Maintain all charts	X	X			X
	_____ (Signature) (Date)					
.3	Establish/maintain Q messages files	X	X			X
	_____ (Signature) (Date)					
.4	Prepare/plot shipping routes	X	X	X	X	X
	_____ (Signature) (Date)					
.5	Assist in preparation of routing	X	X	X	X	X
	_____ (Signature) (Date)					
.6	Prepare routing information for sailing folder	X	X	X	X	X
	_____ (Signature) (Date)					

Completed .2 area comprises 49 pts/49% of watchstation.

304.3 INFREQUENT TASKS — None to be discussed

304.4 ABNORMAL CONDITIONS — None to be discussed.

304.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. Perform or simulate the immediate action for this emergency condition.

304.5.1 Conduct an emergency destruction

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

304.6 WATCHES — None

304.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

304.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS
PLOTTING AND HYDROGRAPHIC OFFICER

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified PLOTTING AND HYDROGRAPHIC OFFICER (NAVEDTRA 43418-1AQ5).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

305

WATCHSTATION — PLOTTING AND HYDROGRAPHIC OFFICER

305

Estimated completion time: 24 drill periods

Total points this watchstation: 100

305.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

305.1.1

Correspondence Course:

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

.2 Watchstations From This PQS:

303 Plotting and Hydrographic Assistant

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.3 Fundamentals From This PQS:

110 Convoy Commodore Staff Organization

Completed _____ 26 pts/26% of Watchstation
(Qualifier/Date)

119 Shipping Route

Completed _____ 26 pts/26% of Watchstation
(Qualifier/Date)

305.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What security precautions must be observed?
- E. What sources of information are available?
- F. Perform this task.

		<u>A B C D E F</u>
305.2.1	Maintain plots of vessels in port and at sea	X X X X X X
	_____ (Signature) (Date)	
.2	Maintain inventory of hydrographic charts and publications, and update when needed	X X X X X
	_____ (Signature) (Date)	
.3	Maintain inventory of notices to mariners for issue to ship's masters as required	X X X X X X
	_____ (Signature) (Date)	
.4	Direct and supervise assigned subordinates	X X X X
	_____ (Signature) (Date)	
.5	Obtain and evaluate weather information regarding weather condition in port and along convoy and independent sailing routes	X X X X X
	_____ (Signature) (Date)	
.6	Plot pertinent data from Q messages	X X X X X X
	_____ (Signature) (Date)	

.7	Maintain current information on local port anchorages and dispersal locations	X X	X X
	_____ (Signature) (Date)		
	Completed .2 area comprises 46 pts/46% of watchstation.		
305.3	<u>INFREQUENT TASKS</u> — None to be discussed		
305.4	<u>ABNORMAL CONDITIONS</u> — None to be discussed.		
305.5	<u>EMERGENCIES</u>		
	For the emergency condition listed below:		
	A. What indications and alarms are received?		
	B. What immediate action is required?		
	C. Perform or simulate the immediate action for this emergency condition.		
308.5.1	Conduct an emergency destruction		
	_____ (Signature) (Date)		
	Completed .5 area comprises 2 pts/2% of watchstation.		
305.6	<u>WATCHES</u> — None		
305.7	<u>EXAMINATIONS</u>	(Optional except as required by TYCOM/ISIC, etc.)	
305.7.1	<u>EXAMINATIONS</u>	Pass a written examination	
		_____ (Signature/Date)	
.2	<u>EXAMINATIONS</u>	Pass an oral examination board	
		_____ (Signature/Date)	

FINAL QUALIFICATION AS
CONVOY EQUIPMENT OFFICER

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified CONVOY EQUIPMENT OFFICER (NAVEDTRA 43418-1AQ6).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

306.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

306.1.1

Correspondence Course:

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2 Fundamentals From This PQS:

101 Security

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

106 Naval Control of Shipping Organization (NCSORG)

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

107 Mobilization

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

110 Convoy Commodore Staff Organization

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

116 Merchant Ship Characteristics

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

306.1.2 **Fundamentals From This PQS:** (CONT'D)

117 Merchant Ship Publications

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

118 Ship's Data Card

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

126 Convoy Ship Equipment

Completed _____ 8 pts/8% of Watchstation
(Qualifier/Date)

306.2 **TASKS**

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What sources of information are available?
- E. Perform or simulate this task.

306.2.1 Determine ship's convoy equipment requirements

(Signature) (Date)

.2 Procure and arrange for distribution of necessary convoy equipment

(Signature) (Date)

.3 Coordinate the installation of convoy equipment

(Signature) (Date)

.4 Update the convoy equipment portion of ship's data card

(Signature) (Date)

Completed .2 area comprises 26 pts/26% of watchstation.

306.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What conditions require this infrequent task?
- E. Perform or simulate this task.

306.3.1 Determine defensive equipment needs (as directed)

(Signature) (Date)

.2 Procure and distribute defensive equipment (as needed)

(Signature) (Date)

.3 Coordinate installation of defensive equipment

(Signature) (Date)

Completed .3 area comprises 8 pts/8% of watchstation.

306.4 ABNORMAL CONDITIONS — None to be discussed.

306.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. Perform or simulate the immediate action for this emergency condition.

306.5.1 Conduct an emergency destruction

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

306.6 WATCHES — None

306.7 EXAMINATIONS

(Optional except as required by TYCOM/
ISIC, etc.)

306.7.1 EXAMINATIONS

Pass a written examination

(Signature/Date)

.2 EXAMINATIONS

Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS
BOARDING ASSISTANT

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified BOARDING ASSISTANT (NAVEDTRA 43418-1AQ7).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

307.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

307.1.1

Correspondence Course:

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2

Fundamentals From This PQS:

101 Security

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

106 Naval Control of Shipping Organization (NCSORG)

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

107 Mobilization

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

116 Merchant Ship Characteristics

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

117 Merchant Ship Publications

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

118 Ship's Data Card

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

307.1.2 **Fundamentals From This PQS:** (CONT'D)

126 Convoy Ship Equipment

Completed _____ 10 pts/10% of Watchstation
(Qualifier/Date)

307.2 **TASKS**

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What are the sources of information available?
- E. Perform this task.

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
307.2.1	Pass instructions to masters	X	X			X
	_____ (Signature) (Date)					
.2	Inspect convoy equipment	X	X			X
	_____ (Signature) (Date)					
.3	Update ship's data log	X	X	X	X	X
	_____ (Signature) (Date)					
.4	Collect obsolete sailing folders	X				X
	_____ (Signature) (Date)					
.5	Maintain ship boarding record	X	X		X	X
	_____ (Signature) (Date)					
.6	Deliver sailing folder to masters	X				X
	_____ (Signature) (Date)					

Completed .2 area comprises 28 pts/28% of watchstation.

307.3 **INFREQUENT TASKS** — None to be discussed.

307.4 ABNORMAL CONDITIONS — None to be discussed.

307.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. Perform or simulate the immediate action for this emergency condition.

307.5.1 Conduct an emergency destruction

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

307.6 WATCHES — None

307.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

307.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

**FINAL QUALIFICATION AS
PUBLICATIONS OFFICER**

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified PUBLICATIONS OFFICER (NAVEDTRA 43418-1AQ8).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

308.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

308.1.1

Correspondence Course:

NAVEDTRA 10830, Naval Control of Shipping

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2

Fundamentals From This PQS:

101 Security

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

102 Administrative Correspondence

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

106 Naval Control of Shipping Organization (NCSORG)

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

107 Mobilization

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

117 Merchant Ship Publications

Completed _____ 7 pts/7% of Watchstation
(Qualifier/Date)

308.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What are the available sources of information?
- E. Perform or simulate this task.

308.2.1 Maintain security system for classified material issued to an NCS office

(Signature) (Date)

.2 Maintain accounting system for classified material issued to an NCS office

(Signature) (Date)

.3 Verify that masters have full allowance of updated classified publications

(Signature) (Date)

.4 Instruct masters in proper use and safeguarding of classified publications

(Signature) (Date)

.5 Maintain custody and issue secret logs to masters

(Signature) (Date)

Completed .2 area comprises 35 pts/35% of watchstation.

308.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What are the available sources of information?
- E. What conditions require this infrequent task?
- F. Perform or simulate this task

308.3.1 Investigate and report compromise of classified material

(Signature) (Date)

.2 Make a correction to a classified publication

(Signature) (Date)

.3 Make a change to a classified publication and destroy the superseded pages

(Signature) (Date)

Completed .3 area comprises 28 pts/28% of watchstation.

308.4 ABNORMAL CONDITIONS — None to be discussed.

308.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the available sources of information?
- D. Perform or simulate the immediate action for this emergency condition.

308.5.1 Conduct an emergency destruction

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

308.6 WATCHES — None.

308.7	<u>EXAMINATIONS</u>	(Optional except as required by TYCOM/ ISIC, etc.)
308.7.1	<u>EXAMINATIONS</u>	Pass a written examination
		_____ (Signature/Date)
.2	<u>EXAMINATIONS</u>	Pass an oral examination board
		_____ (Signature/Date)

FINAL QUALIFICATION AS
MERCO OFFICER

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified MERCO OFFICER (NAVEDTRA 43418-1AQ9).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

309.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

309.1.1

Watchstations From This PQS:

302 Communications Supervisor

Completed _____
(Qualifier/Date)

303 Plotting and Hydrographic Assistant

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2

Fundamentals From This PQS:

108 Merchant Ship Reporting and Control (MERCO) Message System

Completed _____ 15 pts/15% of Watchstation
(Qualifier/Date)

109 Merchant Vessel Movement Report (MEREP) System

Completed _____ 15 pts/15% of Watchstation
(Qualifier/Date)

125 Convoy

Completed _____ 15 pts/15% of Watchstation
(Qualifier/Date)

309.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What security precautions must be observed?
- E. Perform or simulate this task.

309.2.1 Draft all MERCO messages that the NCS office may originate

(Signature) (Date)

.2 Coordinate dispatch and receipt of MERCO message traffic

(Signature) (Date)

.3 Draft all MEREP messages that the NCS office may originate

(Signature) (Date)

.4 Coordinate dispatch and receipt of MEREP message traffic

(Signature) (Date)

.5 Maintain filing and accountability of MERCO/MERCEP messages

(Signature) (Date)

.6 Maintain security for all MERCO/MEREP messages

(Signature) (Date)

.7 Establish liaison with local communications facility

(Signature) (Date)

309.2 TASKS (CONT'D)

309.2.8 Determine the highest level of classified messages that can be transmitted at the mobilization site

(Signature) (Date)

Completed .2 area comprises 53 pts/53% of watchstation.

309.3 INFREQUENT TASKS — None to be discussed.

309.4 ABNORMAL CONDITIONS — None to be discussed.

309.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. Perform or simulate the immediate action for this emergency condition.

309.5.1 Conduct an emergency destruction

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

309.6 WATCHES — None.

309.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

309.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS
ROUTING CONTROL OFFICER

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified ROUTING CONTROL OFFICER (NAVEDTRA 43418-1AQ10).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

310.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

310.1.1

School:

J-8C-0523 NCSORG Orientation

Completed_____

(Qualifier/Date)

.2 Watchstations From This PQS:

304 Routing Control Assistant

Completed_____

(Qualifier/Date)

305 Plotting and Hydrographic Officer

Completed_____

(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.3 Fundamentals From This PQS:

125 Convoy

Completed_____ 16 pts/16% of Watchstation

(Qualifier/Date)

129 Sailing Folder

Completed_____ 16 pts/16% of Watchstation

(Qualifier/Date)

130 Port Evacuation

Completed_____ 16 pts/16% of Watchstation

(Qualifier/Date)

310.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What data must be monitored?
- E. What are the sources of information available?
- F. What equipment is needed?
- G. Perform this task.

		<u>A B C D E F G</u>
310.2.1	Establish and supervise routing office	X X X X X X X
	_____ (Signature) (Date)	
.2	Establish NCS office status boards	X X X X X X
	_____ (Signature) (Date)	
.3	Update NCS office status boards	X X X X X X X
	_____ (Signature) (Date)	
.4	Update NCS office chart folios	X X X X X X X
	_____ (Signature) (Date)	
.5	Maintain Q message files and demonstrate the use of Q message information	X X X X X X X
	_____ (Signature) (Date)	
.6	Plot each type of shipping route including route position designations	X X X X X X X
	_____ (Signature) (Date)	
.7	Plot diversion points for routes	X X X X X
	_____ (Signature) (Date)	

310.2	<u>TASKS (CONT'D)</u>	
310.2.8	Plot straggler's route	<u>A B C D E F G</u> X X X X X X
	_____ (Signature) (Date)	
.9	Plot MERZONE and label correctly	X X X X X X
	_____ (Signature) (Date)	
.10	Prepare Routing Officer's portion of sailing folder	X X X X X
	_____ (Signature) (Date)	
.11	Assist NCS officer at Convoy Conference	X X X X X
	_____ (Signature) (Date)	
	Completed .2 area comprises 50 pts/50% of watchstation.	
310.3	<u>INFREQUENT TASKS</u> — None to be discussed.	
310.4	<u>ABNORMAL CONDITIONS</u> — None to be discussed.	
310.5	<u>EMERGENCIES</u>	
	For the emergency condition listed below:	
	A. What indications and alarms are received?	
	B. What immediate action is required?	
	C. Perform or simulate the immediate action for this emergency condition.	
310.5.1	Conduct an emergency destruction of routing office material	
	_____ (Signature) (Date)	
	Completed .5 area comprises 2 pts/2% of watchstation.	
310.6	<u>WATCHES</u> — None.	

310.7	<u>EXAMINATIONS</u>	(Optional except as required by TYCOM/ ISIC, etc.)
310.7.1	<u>EXAMINATIONS</u>	Pass a written examination
		_____ (Signature/Date)
.2	<u>EXAMINATIONS</u>	Pass an oral examination board
		_____ (Signature/Date)

**FINAL QUALIFICATION AS
CONVOY CONTROL OFFICER**

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified CONVOY CONTROL OFFICER (NAVEDTRA 43418-1AQ11).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

311.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

311.1.1

School:

J-8C-0523 NCSORG Orientation

Completed _____
(Qualifier/Date)

.2

Watchstation From This PQS:

306 Convoy Equipment Officer

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.3

Fundamentals From This PQS:

119 Shipping Route

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

122 Call Sign/Recognition Signals

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

123 Visual and Sound Signals

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

125 Convoy

Completed _____ 5 pts/5% of Watchstation
(Qualifier/Date)

311.1.3 **Fundamentals From This PQS:** (CONT'D)

127 Convoy Formation

Completed_____ 5 pts/5% of Watchstation
(Qualifier/Date)

128 Convoy Master Sheet/Commodore's Analysis Sheet

Completed_____ 5 pts/5% of Watchstation
(Qualifier/Date)

129 Sailing Folder

Completed_____ 5 pts/5% of Watchstation
(Qualifier/Date)

130 Port Evacuation

Completed_____ 5 pts/5% of Watchstation
(Qualifier/Date)

311.2 **TASKS**

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What sources of information are available?
- E. Perform this task.

311.2.1 Maintain ship's data on all merchant ships
entering or expected to enter port

A B C D E

X X X X X

(Signature) (Date)

.2 Prepare and update Convoy Master Sheet/
Commodore's Analysis Sheet

X X X X X

(Signature) (Date)

.3 Prepare the independent sailings sheet

X X X X X

(Signature) (Date)

311.2	<u>TASKS (CONT'D)</u>	<u>A B C D E</u>
311.2.4	Prepare the convoy diagram	X X X X X
	_____ (Signature) (Date)	
.5	Select Commodore, Vice and Rear Commodore's vessels and place them in a suitable location in convoy	X X X X X
	_____ (Signature) (Date)	
.6	Maintain convoy schedule	X X X X
	_____ (Signature) (Date)	
.7	Organize Convoy Conference	X X X X
	_____ (Signature) (Date)	
.8	Ensure completeness of sailing folders	X X X X
	_____ (Signature) (Date)	
.9	Direct convoy equipment in performance of duties	X X X X X
	_____ (Signature) (Date)	
	Completed .2 area comprises 50 pts/50% of watchstation.	
311.3	<u>INFREQUENT TASKS</u>	
	For the infrequent task listed below:	
	A. What are the steps of this procedure?	
	B. What are the reasons for each step?	
	C. What control/coordination is required?	
	D. What means of communications are used?	
	E. What conditions require this infrequent task?	
	F. What are the sources of information available?	
	G. Perform or simulate this task.	
311.3.1	Execute port evacuation plan	
	_____ (Signature) (Date)	
	Completed .3 area comprises 8 pts/8% of watchstation.	

311.4 ABNORMAL CONDITIONS — None to be discussed.

311.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. Perform or simulate the immediate action for this emergency condition.

311.5.1 Conduct an emergency destruction

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

311.6 WATCHES — None

311.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

311.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS BOARDING OFFICER

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified BOARDING OFFICER (NAVEDTRA 43418-1AQ12).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

312 **WATCHSTATION — BOARDING OFFICER**

312

Estimated completion time: 24 drill periods

Total points this watchstation: 100

312.1 **PREREQUISITES**

Before starting your assigned tasks, complete the following:

312.1.1 **School:**

J-8C-0523 NCSORG Orientation

Completed _____
(Qualifier/Date)

.2 **Watchstation From This PQS:**

307 Boarding Assistant

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.3 **Fundamentals From This PQS:**

110 Convoy Commodore Staff Organization

Completed _____ 27 pts/27% of Watchstation
(Qualifier/Date)

129 Sailing Folder

Completed _____ 27 pts/27% of Watchstation
(Qualifier/Date)

312.2 **TASKS**

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What sources of information are available?
- E. Perform this task.

312.2.1 Detail and supervise a boarding party

A B C D E
X X X X

(Signature) (Date)

312.2	<u>TASKS (CONT'D)</u>	
312.2.2	Convey instructions to a master	<u>A B C D E</u> X X X X X
	_____ (Signature) (Date)	
.3	Deliver sailing folder	X X X X
	_____ (Signature) (Date)	
.4	Inspect convoy equipment	X X X X
	_____ (Signature) (Date)	
.5	Issue appropriate equipment certificate	X X X
	_____ (Signature) (Date)	
.6	Complete/update ship's data card	X X X X X
	_____ (Signature) (Date)	
.7	Collect obsolete sailing folders	X X X
	_____ (Signature) (Date)	
.8	Receive master <i>Ready For Sea</i> Report	X X X X X
	_____ (Signature) (Date)	
.9	Keep record of ships boarded	X X X
	_____ (Signature) (Date)	
.10	Coordinate all boarding activities	X X X X
	_____ (Signature) (Date)	
	Completed .2 area comprises 44 pts/44% of watchstation.	
312.3	<u>INFREQUENT TASKS</u> — None to be discussed.	

312.4 ABNORMAL CONDITIONS — None to be discussed.

312.5 EMERGENCIES

For the emergency condition listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. Perform or simulate the immediate action for this emergency condition.

312.5.1 Conduct an emergency destruction of boarding office records

(Signature) (Date)

Completed .5 area comprises 2 pts/2% of watchstation.

312.6 WATCHES — None.

312.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

312.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS
COMMUNICATIONS OFFICER

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified COMMUNICATIONS OFFICER (NAVEDTRA 43418-1AQ13).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

313

WATCHSTATION — COMMUNICATIONS OFFICER

313

Estimated completion time: 24 drill periods

Total points this watchstation: 100

313.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

313.1.1

School:

J-8C-0523 NCSORG Orientation

Completed _____
(Qualifier/Date)

.2

Correspondence Course:

NAVEDTRA 12134, COMM Correspondence Course (Confidential)

Completed _____
(Qualifier/Date)

NAVEDTRA 12135, COMM Correspondence Course (Unclassified)

Completed _____
(Qualifier/Date)

.3

Watchstations From This PQS:

302 Communications Supervisor

Completed _____
(Qualifier/Date)

308 Publications Officer

Completed _____
(Qualifier/Date)

309 MERCO Officer

Completed _____
(Qualifier/Date)

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

311.1.4

Fundamentals From This PQS:

110 Convoy Commodore Staff Organization

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

118 Ship's Data Card

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

121 Radio Communications

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

122 Call Sign/Recognition Signals

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

123 Visual and Sound Signals

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

124 Communications Plan

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

128 Convoy Master Sheet/Commodore's Analysis Sheet

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

129 Sailing Folder

Completed_____ 6 pts/6% of Watchstation
(Qualifier/Date)

313.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means and methods of communications are used?
- E. What security precautions must be observed?
- F. What are the sources of information available?
- G. Perform this task.

		<u>A B C D E F G</u>
313.2.1	Develop communications procedures for NCS office	X X X X X X X
	_____ (Signature) (Date)	
.2	Prepare and supervise communications watch bill for NCS office	X X X X X X X
	_____ (Signature) (Date)	
.3	Manage message distribution	X X X X X X X
	_____ (Signature) (Date)	
.4	Supervise Publications Officer and MERCO Officer	X X X X X X X
	_____ (Signature) (Date)	
.5	Coordinate, update, and disseminate information on merchant ship communications	X X X X X X X
	_____ (Signature) (Date)	
.6	Assign appropriate merchant ship identification signals	X X X X X X X
	_____ (Signature) (Date)	
.7	Maintain merchant ship communications file	X X X X X X X
	_____ (Signature) (Date)	

313.2	<u>TASKS (CONT'D)</u>	<u>A B C D E F G</u>
313.2.8	Advise Convoy Officer on selection and placement of guard ships in convoy	X X X X X X X
	_____ (Signature) (Date)	
.9	Prepare communications portion of sailing folder	X X X X X X X
	_____ (Signature) (Date)	
.10	Conduct communications section of Convoy Conference	X X X X X
	_____ (Signature) (Date)	
.11	In absence of Publications Officer, maintain the security system for classified material	X X X X X X
	_____ (Signature) (Date)	
	Completed .2 area comprises 50 pts/50% of watchstation.	
313.3	<u>INFREQUENT TASKS</u> — None to be discussed.	
313.4	<u>ABNORMAL CONDITIONS</u> — None to be discussed.	
313.5	<u>EMERGENCIES</u>	
	For the emergency condition listed below:	
	A. What indications and alarms are received?	
	B. What immediate action is required?	
	C. Perform or simulate the immediate action for this emergency.	
313.5.1	Supervise an emergency destruction of all materials and records	
	_____ (Signature) (Date)	
	Completed .5 area comprises 2 pts/2% of watchstation.	

313.6 WATCHES — None.

313.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

313.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS
ADMINISTRATIVE OFFICER

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified ADMINISTRATIVE OFFICER (NAVEDTRA 43418-1AQ14).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

Estimated completion time: 24 drill periods

Total points this watchstation: 100

314.1 PREREQUISITES

Before starting your assigned tasks, complete the following:

314.1.1 School:

J-8C-0528 NCSORG Advanced

Completed _____
(Qualifier/Date)

.2 Watchstations From This PQS:

301 Clerical Supervisor

Completed _____
(Qualifier/Date)

313 Communications Officer

Completed _____
(Qualifier/Date)

314.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What are the sources of information available?
- F. Perform this task.

314.2.1 Establish and supervise administrative
department of NCS office

A B C D E F**X X X X X**

(Signature) (Date)

.2 Direct duties of Clerical Supervisor

X X X X X

(Signature) (Date)

.3 Direct duties of Communications Officer

X X X X X X

(Signature) (Date)

314.2	<u>TASKS (CONT'D)</u>	
		<u>A B C D E F</u>
314.2.4	In the absence of the Communications Officer, direct/supervise duties of Publications Officer and MERCO Officer	X X X X X X
	_____ (Signature) (Date)	
.5	Coordinate payroll and personnel administration	X X X X X
	_____ (Signature) (Date)	
	Completed .2 area comprises 98 pts/98% of watchstation.	
314.3	<u>INFREQUENT TASKS</u> — None to be discussed.	
314.4	<u>ABNORMAL CONDITIONS</u> — None to be discussed.	
314.5	<u>EMERGENCIES</u>	
	For the emergency condition listed below:	
	A. What indications and alarms are received?	
	B. What immediate action is required?	
	C. Perform or simulate the immediate action for this emergency condition.	
314.5.1	Supervise an emergency destruction of all materials and records	
	_____ (Signature) (Date)	
	Completed .5 area comprises 2 pts/2% of watchstation.	
314.6	<u>WATCHES</u> — None.	
314.7	<u>EXAMINATIONS</u>	(Optional except as required by TYCOM/ISIC, etc.)
314.7.1	<u>EXAMINATIONS</u>	Pass a written examination
		_____ (Signature/Date)
.2	<u>EXAMINATIONS</u>	Pass an oral examination board
		_____ (Signature/Date)

FINAL QUALIFICATION AS OPERATIONS OFFICER

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified OPERATIONS OFFICER (NAVEDTRA 43418-1AQ15).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

315

WATCHSTATION — OPERATIONS OFFICER

315

Estimated completion time: 24 drill periods

Total points this watchstation: 100

315.1

PREREQUISITES

Before starting your assigned tasks, complete the following:

315.1.1

School:

J-8C0523 NCSORG Advanced

Completed _____
(Qualifier/Date)

.2 Watchstations From This PQS:

310 Routing Control Officer

Completed _____
(Qualifier/Date)

311 Convoy Control Officer

Completed _____
(Qualifier/Date)

312 Boarding Officer

Completed _____
(Qualifier/Date)

315.2

TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What sources of information are available?
- F. Perform this task.

315.2.1

Establish the Operations Department

(Signature) (Date)

315.2 TASKS (CONT'D)

315.2.2 Maintain close liaison with local steamship companies, Harbor Master, area Coast Guard, NSA representatives, NCSOs, REPTOFs, CONSAs and other pertinent local officials to ensure a close working relationship in all matters affecting Naval Control of Merchant shipping

(Signature) (Date)

.3 Write a standard Naval letter

(Signature) (Date)

.4 Maintain and report information on current and prospective movements of all merchant ships under NCS, and changes in in port capacity

(Signature) (Date)

.5 Direct Routing Officer in performance of duties

(Signature) (Date)

.6 Direct Convoy Officer in performance of duties

(Signature) (Date)

.7 Direct Boarding Officer in performance of duties

(Signature) (Date)

Completed .2 area comprises 100 pts/100% of watchstation.

315.3 INFREQUENT TASKS — None to be discussed.

315.4 ABNORMAL CONDITIONS — None to be discussed.

315.5 EMERGENCIES — None to be discussed

315.6 WATCHES — None.

315.7 EXAMINATIONS (Optional except as required by TYCOM/
ISIC, etc.)

315.7.1 EXAMINATIONS Pass a written examination

(Signature/Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature/Date)

FINAL QUALIFICATION AS
NAVAL CONTROL OF SHIPPING OFFICER

NAME _____ RATE/RANK _____

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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this PQS watchstation and given a target completion date of _____.

SIGNATURE _____ DATE _____
(Supervisor)

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified NAVAL CONTROL OF SHIPPING OFFICER (NAVEDTRA 43418-1AQ16).

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Department Head)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD
ENTRY _____ DATE _____
(Personnel Officer)

316

WATCHSTATION — NAVAL CONTROL OF SHIPPING OFFICER

316

Estimated completion time: 24 drill periods

Total points this watchstation: 100

316.1

PREREQUISITES**Before starting your assigned tasks, complete the following:**

316.1.1

Watchstations From This PQS:

314 Administrative Officer

Completed _____
(Qualifier/Date)

315 Operations Officer

Completed _____
(Qualifier/Date)

316.2

TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What security precautions must be observed?
- E. What are the sources of information available?
- F. Perform this task.

A B C D E F

316.2.1

Establish and maintain liaison with local shipping companies, harbor authorities, Coast Guard, NSA representatives, NCSOs, REPOFs, CONSAs, local MSC, MTMC, and other local pertinent officials

X X X X X X_____
(Signature) (Date)

.2

Release MERCO/MEREP messages and correspondence

X X X X X_____
(Signature) (Date)

316.2	<u>TASKS (CONT'D)</u>	
316.2.3	Conduct Convoy Conference	<u>A B C D E F</u> X X X X X X
	_____ (Signature) (Date)	
.4	Brief Convoy Commanders and Masters of independent vessels	X X X X X X
	_____ (Signature) (Date)	
.5	Coordinate fleet protection and navigation hazards information between OCA and local fishing fleets	X X X X X X
	_____ (Signature) (Date)	
.6	Direct preparation of sailing folder	X X X
	_____ (Signature) (Date)	
	Completed .2 area comprises 100 pts/100% of watchstation.	
316.3	<u>INFREQUENT TASKS</u> — None to be discussed.	
316.4	<u>ABNORMAL CONDITIONS</u> — None to be discussed.	
316.5	<u>EMERGENCIES</u> — None to be discussed.	
316.6	<u>WATCHES</u> — None.	
316.7	<u>EXAMINATIONS</u>	(Optional except as required by TYCOM/ISIC, etc.)
316.7.1	<u>EXAMINATIONS</u>	Pass a written examination
		_____ (Signature/Date)
.2	<u>EXAMINATIONS</u>	Pass an oral examination board
		_____ (Signature/Date)

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9. Chart No. 1, Nautical Chart Symbols and Abbreviations
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